



CITY OF WAUKESHA  
CLERK TREASURER'S DEPARTMENT  
201 Delafield Street, Waukesha WI 53188  
City Hall Room 104  
Tel: (262) 524-3550 Fax: (262) 524-3888  
[www.waukesha-wi.gov](http://www.waukesha-wi.gov)

## STREET CLOSING APPLICATION

**\*FOR CITY DEPARTMENTS OR EDUCATIONAL FACILITY APPLICANTS ONLY\***

(Parking lanes, sidewalks, municipal parking lots, or trails)

- Application must be submitted to the Clerk's Office no earlier than 270 days and no later than 20 days before the date of the closure.
- No permit or fee required if City is the applicant.
- \$50 late fee if application is submitted less than 45 days before event.
- No more than 400 people on closed right-of-way at any given time.
- Waukesha Municipal Code 6.17 regulates street closings. Please visit the City code book at [www.waukesha-wi.gov](http://www.waukesha-wi.gov)
- Closures of Public Rights of Way are subject to the regulations as defined in [Waukesha Municipal Code 6.17 \(14\) a-h](#)

→ Are you a City of Waukesha department or an educational facility?

☒ Yes

☐ No

If you answered "No" to the above question, you cannot use this form. Please use the Street Closing Application for non city/educational facility applicants.

### Applicant Information

Applicant's Name Christopher Burton  
Name of City Department or Educational Facility Carroll University  
Phone Number 262-524-7300 Email cburton@carrollu.edu  
Address (include city/zip) 100 N. East Ave Waukesha WI 53186

### Event Information

Name of Event Commencement Ceremony Repeat Event? ☒ Yes ☐ No  
Purpose of Event Graduation for Carroll University students  
Event website (if any) -  
Date(s) of Proposed Event 5/12/18  
Time event will assemble 8:00 AM Time event will begin 10:30 AM  
Time event will end 2:00 PM Time event will disband 5:00 PM  
Name of contact person on day of event Christopher Burton Cell 262-422-0557

### AREA OF STREET TO BE CLOSED - ATTACH MAP OF PROPOSED CLOSURE AND INDICATE PROPOSED USE:

East Ave. between McCall St. and College Ave.  
Closing for safety due to large amount of foot traffic  
for event and to limit vehicular traffic during ceremony.

Number of blocks to be closed (block means the distance between intersections on a City Street, or 200 yards whichever is shorter) 2

Number of Barricades Needed 8

Will this event include: Music? ☐ Yes ☒ No

Vehicles? ☐ Yes ☒ No

Animals? ☐ Yes ☒ No

If yes, please explain: \_\_\_\_\_

Application continued →

Do you intend to place any objects or items into the proposed area of closure:

☐ Yes ☒ No

Do you intend to have any vending of items or services for sale or display into the proposed area of closure:

☐ Yes ☒ No

If you answered yes to either question above, please explain in full detail:

\*Approximate maximum number in attendance at one time (additional regulations for large special events of more than 400)

Attendance estimate based on? Past events

No more than 100  
at any time  
on closed portion  
of street

### Fees for Educational Facilities Only – City Applicants are exempt from fees

The following street closing fees shall be paid when filing the applications, per application, and shall not be refundable.  
City applicants are exempt from fees.

STREET CLOSING:	AMOUNT
Closure of 1 – 7 blocks	\$50.00
Closure of 8 or more blocks	\$150.00
*Late Fee *(if filed less than 45 days before event)	\$50.00

### Applicant Signature

I hereby make an application for a Street Closing Permit as detailed above. I agree to abide by the requirements of all City of Waukesha ordinances and State laws.

☒ Signature



Date

3/14/18

### FOR OFFICE USE ONLY!

Date Application Received in Clerk's Office

3/22/18

Clerk's Initials

KR

☒ Map provided

☐ Amount Due

\$50

Date Paid:

3/22/18

#### Department Routing:

☐ Police ☐ Fire ☐ Engineering ☐ Transit ☐ WPRF ☐ Attorney

☐ Approved ☐ Denied Clerk Processing Permit \_\_\_\_\_ Date \_\_\_\_\_

#### Municipal Lot Closure:

☐ Building & Grounds Committee Approval \_\_\_\_\_ ☐ Council Approval \_\_\_\_\_

MISC NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



